



City of Prescott

Workforce Housing Committee

November 1, 2023 | 10:00 AM

201 N. Montezuma Street
Council Chambers, 3rd Floor
Prescott, AZ 86301

AGENDA

The following Agenda will be considered by the **Workforce Housing Committee** at their meeting to be held **November 1, 2023**. Notice of this meeting is given pursuant to Arizona Revised Statutes, Section 38-431.02.

1. CALL TO ORDER

2. ROLL CALL

3. DISCUSSION & ACTION ITEMS

- A. Approval of the October 4, 2023 Workforce Housing Committee Meeting Minutes.

Recommended Action: MOVE to approve the minutes as presented

- B. Approval of the October 16, 2023 Workforce Housing Committee Study Session Meeting Minutes.

Recommended Action: MOVE to approve the minutes as presented

- C. Discussion and Presentation Regarding the Workforce Housing Survey Results.
Recommended Action: This item is for discussion only. No formal action will be taken.

- D. Presentation & Discussion Regarding the Housing Element for the General Plan.
Recommended Action: This item is for discussion only. No formal action will be taken.

- E. Presentation & Discussion Regarding the Definition of Workforce Housing.
Recommended Action: This item is for discussion only. No formal action will be taken.

- F. Discussion Regarding Possible Future Agenda Topics.

4. UPDATES

- A. Staff Announcements

5. ADJOURNMENT

Upon a public majority vote of a quorum of the Board, the Board may hold an executive session, which will not be open to the public, regarding any item listed on the agenda but only for the following purposes:

- (1) Discussion or consideration of personnel matters (A.R.S. §38-431.03(A)(1));
- (2) Discussion or consideration of records exempt by law (A.R.S. §38-431.03(A)(2));

- (3) Discussion or consultation for legal advice with the city's attorneys (A.R.S. §38-431.03(A)(3));
- (4) Discussion or consultation with the city's attorneys regarding the city's position regarding contracts that are the subject of negotiations, in pending or contemplated litigation, or in settlement discussions conducted in order to avoid litigation (A.R.S. § 38-431.03(A)(4));
- (5) Discussion or consultation with designated representatives of the city to consider its position and instruct its representatives regarding negotiations with employee organizations (A.R.S. §38-431.03(A)(5));
- (6) Discussion, consultation or consideration for negotiations by the city or its designated representatives with members of a tribal council, or its designated representatives, of an Indian reservation located within or adjacent to the city (A.R.S. §38-431.03(A)(6));
- (7) Discussion or consultation with designated representatives of the city to consider its position and instruct its representatives regarding negotiations for the purchase, sale or lease of real property (A.R.S. §38-431.03(A)(7)).

CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at Prescott City Hall on 10/26/23 at 1:00 p.m. in accordance with the statement filed by the Prescott City Council with the City Clerk.



Sarah M. Siep, City Clerk



TO: MAYOR AND CITY COUNCIL
AGENDA: November 1 Workforce Housing Committee Meeting
DATE: November 1, 2023
DEPT: City Manager
ITEM #: 3.A
SUBJECT: Approval of the October 4, 2023 Workforce Housing Committee Meeting Minutes.

ITEM SUMMARY

This item is for the approval of the minutes taken at the October 4, 2023 WHC Meeting. Staff recommends approving the minutes as presented.

BACKGROUND

None.

FINANCIAL IMPACT

None at this time.

RECOMMENDED ACTION

MOVE to approve the minutes as presented

ATTACHMENTS

1. October 4, 2023 WHC Minutes



City of Prescott

Workforce Housing Committee

October 4, 2023 | 10:00 AM

201 N. Montezuma Street
Council Chambers, 3rd Floor
Prescott, AZ 86301

MINUTES

1. CALL TO ORDER

Meeting called to order by Chair Fann at 10:01am.

2. ROLL CALL

Mike Fann - Chair
Jonathan Rocha - Vice Chair
Randy Goodman - Member
Nicole Kennedy - Member (Excused)
David Roe - Member (Excused)
Anthony Teeters - Member
Arnold Urias - Member

3. DISCUSSION & ACTION ITEMS

- A. Approval of the September 6, 2023 Workforce Housing Committee Meeting Minutes.

MOTION BY COMMITTEE MEMBER GOODMAN TO APPROVE SEPTEMBER 6, 2023 MEETING MINUTES; SECONDED BY COMMITTEE MEMBER TEETERS: PASSED (5 - 0)

- B. Presentation & Discussion Regarding Community Workforce Housing Programs.

Staff Liaison Amber Fraser introduced CAFMA Fire Chief Scott Freitag to discuss a grant awarded to NAU for researching workforce housing with CAFMA.

Chief Freitag gave an overview of the grant, their cadet program to get local youths to stay local and work local, and creating sustainable, reasonable, and attainable housing.

Committee Member Goodman asked how many personnel CAFMA has.

Chief Freitag stated that they have 132 positions but not all of them are filled and that they have a three-year staffing plan but they likely won't be able to fill the positions for four to five years.

Committee Member Goodman asked how CAFMA compares to the Valley and Phoenix on salaries.

Chief Freitag stated they try to maintain around the 75th percentile and that they are somewhat competitive with the market but, as a fire district, they don't have access to any funding other than property tax. He stated that the Valley has multiple sources of income so they have the ability to pay more and employees don't have to drive an hour and a half one way to get to work.

Committee Member Urias asked if the grant is customizable enough to look at revitalization and any unintended consequences if the community was so revitalized that it reduced call volume.

Chief Freitag stated that it likely won't be that customizable but the call volume would more likely shift the call type rather than decrease call volume. He stated that the areas that could be revitalized are still \$350,000 to \$400,000 and that doesn't include the costs to revitalize them, so it's still very difficult to do.

Vice Chair Rocha asked what the timeframe was for the grant research.

Chief Freitag stated that it was 12 months, but since a couple of months have already passed, it's about 10 months.

Vice Chair Rocha asked if there were any other grants for fire districts around the state.

Chief Freitag stated that there isn't much. He stated that there was \$5 million set aside through the Department of Forestry and Fire Management and that the money was allocated when the budget came out in July but there's no indication at this time of what the state is doing with those funds. He stated it will likely be one time, smaller expenditures rather than anything major making a significant difference and none of it would go to any type of housing or ability to assist firefighters, law enforcement, nurses, or teachers getting into properties.

Council Liaison Cantelme asked if they had thought about offering their employees an intern program with general contractors to learn a trade to be able to subsidize their income on the side.

Chief Freitag said that a lot of their employees that they hire are coming from the trades. He stated that a new trend is that they work for a year, year and a half, to two years with CAFMA and then go back to the trades because the building trades are paying more. He stated that if they offered an intern program to teach a trade then they would likely lose more of their employees to the building trade. He discussed different internal trainings they could do to receive an additional pay stipend within the department. He stated though that people need around \$156,000 to \$165,000 a year to get into the housing market in this area and they are paying a firefighter EMT around \$55,000 a year, \$53,000 starting. He stated that the only way to make \$64,000 is to be a paramedic and they've struggled finding paramedics.

Council Liaison Cantelme asked if any money was available to use to buy down the interest rate so the payment for the home is more affordable.

Chief Freitag stated that's something that the NAU research group will look at but that the New Regent grant money was simply to fund the research so there's no additional grant money for that. He stated that Congressionally Directed Spending may be an option and that this research could be provided to request that money for a grant program to buy down a downpayment or interest points if that's possible.

Vice Chair Rocha asked what percentage of unfilled positions are due to housing.

Chief Freitag stated that housing is a problem and people don't want to commute especially since all of the fire departments in the valley are hiring but he doesn't have a percentage. He said that about 50%, or 5 out of 10, of their employees live in the valley and they have significant concerns that if those employees are offered positions in the area that CAFMA will lose them.

Vice Chair Rocha asked if people were staying in the valley because of pay, benefits, and commute or if it's because of housing.

Chief Freitag stated that it's because of pay, benefits, and commute. He said he is hopeful that with their cadet program they'll need to hire fewer people coming up from the valley and that they can hire more of the hometown, homegrown people and that they will want to stay because of the commitment to the community. He mentioned that CAFMA and Prescott Fire plan to go back to having "green" academies where all people will need to be hired is a valid driver's license, no felonies or other significant crimes, and they need to be EMTs. He stated that CAFMA's academy is 14 weeks long and that a challenge with the "green" academy is that there are people who join and realize that the fire service is not for them so they leave but he hopes to combat that with the cadet program as well.

Committee Member Goodman asked if they've considered doing a program where employees sign up to help other employees build their houses and then in turn get help building theirs to reduce labor costs.

Chief Freitag stated that many of his employees already do this but there isn't a structured program to make employees assist. He stated another issue is that, even if you have help building, the cost of land has increased and there are supply chain issues. He stated that he looks forward to bringing the results of the research back to the committee in about 10 months.

Staff Liaison Fraser mentioned two other workforce housing projects in the area: the teacher studios in Chino Valley and the Baja Apartments in Prescott Valley.

C. Presentation & Discussion Regarding Public Education and Outreach.

Staff Liaison Fraser then moved to the Public Education and Outreach topic and stated that there has been concern about community responses to workforce housing and asked if the committee had ideas to start working towards creating positive community outreach efforts for when projects and ideas come up.

Chair Fann mentioned that this item was brought up in the past by Committee Member Kennedy and that there have been issues with the community pushing back on workforce housing projects and concerns of how they would impact home values. He said it's important that the committee gets out to the public that they are not talking about Section 8 housing or homeless housing and that they are specifically focused on workforce housing and concentrating on housing for police, fire, nursing, and teachers in the community that serve our community.

Committee Member Goodman stated that it's important to be careful with what words the committee uses and that they need to use workforce housing, not affordable housing because it's two different meanings.

Committee Member Urias agreed with Member Goodman and also stated that he thinks subcommittees would be good to specialize in specific tasks such as attending community meetings or builder meetings on behalf of the committee to express the positive affects of workforce housing.

Chair Fann stated that going to meetings is good but how else does the committee get the information out to the general public so they are better informed on what the committee is working towards.

Staff Liaison Fraser stated that the Communications Department for the City has radio spots and possibly advertisements on the radio that she could coordinate with Community Outreach Manager John Heiney on if the committee was interested.

Committee Member Teeters mentioned going to meetings for the Kiwanis, Lions, and other volunteer organizations so that they are informed as well so they can help inform the community on how workforce housing helps the community.

Council Liaison Cantelme stated that a lot of pushback comes from the fear of the unknown. She stated that it would be beneficial to have a prototype to show people since people are visual. She stated that they could then address concerns about buffering, what the property would look like, how it will affect the property values and how it will help the community to have police, fire, nurses, and teachers in their neighborhood. She said a large concern is that workforce housing would just be a bunch of trailers on barren ground but that the committee could create visual examples to show beautiful landscaping, possibly a playground for neighborhood kids, maybe a pool area depending on the project.

Committee Member Goodman discussed having a booth at downtown events manned by off-duty police and fire personnel. He said people are more likely to listen to someone in uniform and if those employees are going to benefit from workforce housing then they need to be vested and help the committee get the word out.

Committee Member Urias stated that it would be beneficial for the committee to have a City of Prescott email address to be more recognized and give more

traction as they are reaching out on behalf of the City of Prescott.

Staff Liaison Fraser stated that Legan can give some guidance on how that email could work for the committee and they can discuss that further at the study session.

Council Liaison Cantelme stated that many emails she's received referring to the Workforce Housing Committee has been asking for the definition of Workforce Housing.

Vice Chair Rocha asked if Public Outreach and Education would be discussed at the Study Session.

Staff Liaison Fraser stated that the Study Session is planned to be focused on Mission and Vision which could include a lot of what the committee is discussing and the General Plan's Housing Element.

Chair Fann asked if it could be Mission, Vision, and Public Outreach for the Study Session so they can discuss all of them within the agenda.

Vice Chair Rocha asked if there were resources available for a social media campaign.

Staff Liaison Fraser stated that she can reach out to the City's Communications Department and have them come talk to the committee to build that outreach plan.

Vice Chair Rocha stated that the highlights of presentations so far could be compiled for a social media campaign and it will help the committee to hear more of what the fears and concerns are and will help build a hand-in-hand relationship. He discussed bringing up workforce housing at pre-application meetings and seeing how or if the developers and builders can help with adding in some. He also mentioned having a trifold or a brochure about the Workforce Housing Committee that the City can provide to citizens to start informing them about what the committee is doing.

Chair Fann stated that the first step would be to meet with John Heiney to come up with a consistent message so that all of the committee members have the same talking points and answers at any events they attend.

Council Liaison Cantelme mentioned doing a roundtable podcast with the committee.

Staff Liaison Fraser stated that the podcast idea would have to be ran by Legal as it still would have a quorum and would still count as a meeting. She then moved to the next item.

- D. Presentation & Discussion Regarding the Possible Need for a Workforce Housing Project Manager Position.

Staff Liaison Fraser introduced this topic. It was previously discussed by the committee but Chair Fann was absent at that meeting and asked that it be brought back to the committee for discussion. Staff Liaison Walton had checked with Human Resources and a workforce housing project manager would range between \$104,000 and \$143,000 including benefits.

Chair Fann stated that he feels that the committee needs a full time person as the staff liaisons have other duties and cannot dedicate the time needed for researching and writing grants, working with developers, working with the Northern Arizona Housing Solutions, working with the hospital and CAFMA and being a liaison for the committee to the community and stakeholders. He stated he would like to meet with the City Manager for endorsement for the position prior to bringing it to Council to fund. He stated the City would fund it if there wasn't a public-private partnership to fund it and that it would need to be a minimum a three-year commitment.

Committee Member Goodman asked if Chair Fann thought there was enough work for a full time person.

Chair Fann said yes.

Committee Member Teeters stated that if it's done right there would be enough work because there are a multitude of topics.

Chair Fann stated that what the committee is looking to do is going to take community and stakeholder involvement and if the City implemented a tax it would just add to pushback so there needs to be someone to look at other funding sources.

Committee Member Teeters stated that it would need to be someone familiar with workforce housing and the roadblocks that may come with it.

Committee Member Urias stated that Prescott doesn't have the funds for down payment assistance programs and the tools that will enable the change that the committee seeks. He said in order to get the change, someone will need to do the work and they will face significant headwinds such as challenges in distribution, materials, labor and so, whomever the person is needs to have done all of this successfully in the past in order to overcome the hurdles. He stated it would be beneficial to hire someone with a successful track record rather than hiring someone from within the City that has a passion but not experience.

Council Liaison Cantelme stated that there are companies that specialize in workforce housing and how to navigate through government rules and what monies are available. She stated that organizations can control what they charge for their workforce housing and they would contract with a workforce housing builder. She said they could also buy the percentage down for employees so that the employee has to repay it or it can be forgiven and that large organizations have avenues and are able to write off certain things. She felt that there should still be a builder that specializes in workforce housing that can guide the committee through things they don't understand and they could come to the

committee and show how they are able to keep things affordable.

Committee Member Goodman asked if anyone has looked at federal grants or federal money to fund the salary for the position.

Chair Fann stated that there may be grants available but there needs to be someone who writes the grant request. He stated that meeting with builders, finding out what programs are out there, all takes someone assigned to do it and that there needs to be a person committed to doing the work that needs to be done.

Committee Member Teeters said there is a lot of work to do to find out what has been done, what can be done, what's available, and what isn't available and it may take someone 40 hours a week to do so and having someone that is already familiar with workforce housing can likely do that quicker.

Vice Chair Rocha agreed that a full-time housing project manager is needed but he said he feels that the committee should put together a framework and then hire someone to implement it and execute the plan. He said that there is still work the committee needs to do to give that person a plan, a job description, and their goals. He said it's important to have someone familiar with grants to find funds for projects and that it could be similar to the CBDG position. He supports the position but feels there's more work for the committee to do first.

Chair Fann stated that there are funding sources in addition to grants and that we are in a very philanthropic community and there are likely a lot of people who want to help. He asked Staff Liaison Fraser to set up a meeting with City Manager Gregory to discuss the potential of a position.

Staff Liaison Fraser moved on to Staff Updates.

4. UPDATES

A. General Announcements from Staff.

Staff Liaison Fraser mentioned that, per a previous agenda item, the topics for the Study Session have been updated to Mission, Vision, Public Outreach, and Education as well as discussing the General Plan's Housing Element.

Community Planner Tammy Dewitt stated that for the topic of the General Plan Housing Element, the committee is being asked to help write a new housing element for the general plan to include goals, strategies, if a position is needed then what strategies are there to get that position, any short-term and long-term goals and what are the low-hanging fruit that can be put in a plan. She stated that there will be an implementation section that will hold the City accountable for following through. She stated that there's a separate website, planprescott.com that fits in as a place to put information. She stated that they would be able to add housing information to that website as well as create a housing email address that people can send information to. She said that the committee's help is needed to update information and write a good housing element and to create the short-term and long-term goals and how to implement them.

Staff Liaison Fraser reviewed the draft mission statement that was presented to the committee at the first Workforce Housing Meeting as just an idea to start making discussion points for the study session. She said the study session will be where the committee can talk about their vision, mission, talking points for public outreach, and then create and build a strong foundation to move forward.

B. Presentation & Discussion Regarding Possible Future Agenda Topics.

Staff Liaison Fraser stated that they hope to bring some results back to the committee in November from the surveys that are being circulated at this time.

Chair Fann stated that it would be best to wait until after the study session to discuss additional agenda items. He stated that the committee needs to start narrowing their scope and determining where they should be concentrating their efforts.

5. ADJOURNMENT

Chair Fann adjourned the meeting at 11:25am.

MIKE FANN, Chair

ATTEST:

AMBER FRASER, Staff Liaison



TO: MAYOR AND CITY COUNCIL
AGENDA: November 1 Workforce Housing Committee Meeting
DATE: November 1, 2023
DEPT: City Manager
ITEM #: 3.B
SUBJECT: Approval of the October 16, 2023 Workforce Housing Committee Study Session Meeting Minutes.

ITEM SUMMARY

This item is for the approval of the minutes taken at the October 16, 2023 WHC Study Session Meeting. Staff recommends approving the minutes as presented.

BACKGROUND

None.

FINANCIAL IMPACT

None at this time.

RECOMMENDED ACTION

MOVE to approve the minutes as presented

ATTACHMENTS

1. 10.16.23 WHC Minutes



City of Prescott

Workforce Housing Committee

October 16, 2023 | 10:00 AM

201 N. Montezuma Street
Council Chambers, 3rd Floor
Prescott, AZ 86301

MINUTES

1. CALL TO ORDER

Meeting called to order by Chair Fann at 10:01am.

2. ROLL CALL

Mike Fann - Chair
Jonathan Rocha - Vice Chair
Randy Goodman - Member
Nicole Kennedy - Member
David Roe - Member (Excused)
Anthony Teeters - Member
Arnold Urias - Member (Excused)

3. DISCUSSION & ACTION ITEMS

A. Presentation & Discussion Regarding the Workforce Housing Committee's Mission and Vision Statements & Goals.

Chair Fann opened the discussion regarding the Mission and Vision Statement

Staff Liaison Walton reviewed the draft mission and vision for the committee to work from. She was given a proposed mission statement by Committee Member Goodman. Member Goodman's mission was "Plan and Preserve Workforce Housing Now and for the Future with all Prescott's Population in Mind".

Committee Member Goodman stated that when it comes to the mission statement, the workforce and the neighborhoods they're in need to be part of the mission. It's not strictly for the workforce, but it's for everyone.

Council Liaison Cantelme stated that it's important that the neighborhoods know they benefit from workforce housing as well.

Member Goodman stated that it's important to include all residents not just workforce.

Council Liaison Cantelme spoke about adding "for the benefit of the community" to Member Goodman's statement.

Member Kennedy recommended, "plan and preserve workforce housing now and for the future to promote a healthy and vibrant community for all."

Member Goodman stated the committee should keep public speaking in mind when creating the mission statement because it will be what they start the conversation with.

Chair Fann agreed with Member Kennedy's addition.

Vice Chair Rocha stated he liked the idea of being more broad. He stated possibly phrasing it as, "planning the preservation and the creation of housing opportunities and solutions.." He said it may be beneficial to add in the definition of the workforce. He liked the "regional" aspect of the draft because the workforce has a regional aspect.

Staff Liaison Walton stated that the mission should include workforce as the resolution that formed the committee was specific to the workforce and that the target is anyone that is working.

Chair Fann stated that the Workforce Housing Committee is a Prescott committee and though there may be regional partners and the committee may be addressing regional concerns, the committee should be focused on Prescott.

Member Goodman agreed with Chair Fann.

Staff Liaison Walton stated that the comments would be collected and sent out to the Committee through email for review. She moved to the vision which she stated addresses the residents as well and she reviewed what should be included in a vision statement.

Chair Fann stated he agreed with the vision but requested, "and burnout," be taken out.

Vice Chair Rocha agreed.

Member Goodman stated that the mission statement should be attainable and that's why he said he wants to plan it and preserve it because it's attainable.

Member Kennedy requested to replace turnover and burnout with "attract and retain".

Vice Chair Rocha stated that turnover and burnout aren't within the realm of the committee, so he supported Member Kennedy's revision.

Staff Liaison Walton stated that drafts would be sent out for the mission and vision and would be brought back to a voting meeting for approval. She then moved to goals.

Chair Fann stated that the goals should be what they are trying to accomplish and how they are going to accomplish them. He stated that they've discussed items from the employee side and help from the developer side as those are the major areas, but it was time to focus the committee's efforts.

Member Goodman stated that his previous employer addressed these issues as well. He stated that if there is down payment assistance, then it helps with recruiting and retention. He stated the issue was where to get the funding. He stated his previous employer was able to offer a program for the citizens to contribute to that benefited the citizens. He said it's a double-pronged approach to focus on employees and developers and that should be the end goal.

Staff Liaison Walton stated that down payment assistance and financial assistance can be a goal. She discussed goal ideas and how to create short-term and long-term goals. She stated that a downpayment assistance program would be an appropriate short-term goal and that the committee could craft something similar to the Housing Solutions of Northern Arizona's Community Housing Assistance Program.

Member Goodman stated that another program needed to be started to fund the down payment program.

Council Liaison Cantelme asked for clarification on the program Member Goodman was talking about.

Member Goodman stated that the program was a service provided to the citizens that they paid for and the profits went into a fund.

Council Liaison asked how the program was structured.

Member Goodman stated that the fire department ran the program.

Staff Liaison Walton stated that the SMART acronym should be used to create goals. She stated that goals should be Specific, Measurable, Achievable, Relevant, and Time-bound. She asked each committee member what their short-term and long-term goals would be. She stated that the short-term could be 1-3 years and the long-term could be 3-5 years.

Chair Fann stated that a lot of information was gathered and the committee has partners they can reach out to to help build programs. Down payment assistance, mortgage assistance, rental assistance are all options, but 'how' is the challenge. From the developer side, he stated that it may be good to create stakeholder group to drive workforce housing options from the private side. He said that a stakeholder group could discuss pursuing funding and grants.

Council Liaison Cantelme stated that the committee could create a list for a brochure to show different program options as not everyone will fit under one option. She discussed a rent-to-own program ran by developers in Texas and she requested that a tax accountant come talk to the committee.

Staff Liaison Walton stated that a tax accountant can be put on a future agenda. She stated that with the SMART goals, it's important to create goals that are specific and achievable where a tax accountant would be ongoing education.

Council Liaison Cantelme stated that being able to inform developers of what tax options are available to them, it may assist with addressing funding issues.

Member Goodman stated the committee should keep focused on the short-term, such as the ADU code revision. He stated that hearing from a builder could be a short-term goal to help build a long-term goal.

Staff Liaison Walton asked if the committee should work on a request for proposal built prior to talking to developers so they are aware of what the goal is and provide them time to determine what they would need to achieve the goal. She stated that the committee could create an executive summary of what the committee is looking for.

Member Goodman stated that there are different developers that look for different things and that the committee would need to hear specifically from a workforce developer.

Chair Fann stated that if developers came in to speak to the committee, it should be in an executive session because there would be proprietary information. He stated that a request for proposals would go away from the philanthropic aspects of the community.

Staff Liaison Walton stated that she would discuss how to have the developer conversation with Legal. She stated for the short-term goal list there could be a goal for inviting developers, builders, and landowners to hold a stakeholder meeting in regards to workforce housing and the best process to request information from them.

Member Teeters stated that when the committee reaches out to stakeholders there needs to be a list of what the committee is looking for so the stakeholders can come prepared.

Staff Liaison Walton stated that the committee could create a list in the short-term to express what they are looking for.

Member Goodman stated that an economic structure should be provided for developers and developers can show the committee what they can provide based on that structure.

Chair Fann stated that the research done to date has focused on the workforce range and it will be a challenge to provide a product in that range.

Staff Liaison Walton stated that the surveys that were sent out will provide more information about what the desired product and costs are from the workforce standpoint and that creating a developer/builder meeting is a good short-term goal.

Council Liaison Cantelme stated that the RFP process should not be used and it should just be a request for information.

Vice Chair Rocha stated that to have a productive conversation, there should be parameters such as allocation of units for new projects as the conversations quickly go to impact fees, builder fees, and infrastructure. He stated it would be clear what the City can assist with and who would manage allocated units. He stated that creating a framework for what can be offered would be beneficial.

Staff Liaison Walton stated that the next study session would be to clarify the short-term goals.

Member Kennedy asked if the Home of My Own program would be an option to have quicker results.

Staff Liaison Walton stated that Sandy from YCCA has talked to Community Development about how the City could create their own program and that would be a beneficial short-term goal.

Audience Member Howard Mechanic asked how many units per year is the goal up to five years. He stated that the goals should be measurable and having a units per year goal is measurable. He said the number could be a council recommendation. He stated that there are more opportunities than tax opportunities and the committee should look at grants, taxes, and things at the state level.

Council Liaison Cantelme stated that there are hard costs for products and the reimbursement comes in the form of how they are going to be subsidized. She stated it would be beneficial to hear from people who have successfully achieved these goals.

Chair Fann stated he'd like to create a stake holder group including regional partners to discuss different aspects rather than hearing from individuals. He stated that a lot was learned from a meeting with Yavapai College and there are various avenues that can be taken and can be discussed more with a stakeholder group.

Staff Liaison Walton asked if creating a stakeholder group was a long-term goal.

Chair Fann stated yes. He stated there are options such as a land trust or 501c3 that's been built to work in perpetuity.

Staff Liaison Walton asked if there were any other short-term goals.

Council Liaison Cantelme stated that someone should come to talk about the benefits and negatives to creating a housing authority.

Staff Liaison Walton stated that could fit under the stakeholder goal because it's an option they can look at.

Member Teeters stated that there needs to be a project that is functioning within 3 years. He stated that the community wants to see something happen.

Staff Liaison Walton asked if he had a vertical project in mind.

Member Teeters said it could be a vertical project, it could be downpayment assistance, just something done in three years.

Staff Liaison Walton read off the short-term list to include a down payment assistance program and the ADU zoning adjustment. She stated the draft for ADU's is going to P&Z in November so those are both achievable in the 3 year timeframe. She stated the PUSD project is also a short-term project that will be completed.

Member Teeters stated that those are minor things but it needs to be obvious that the City is doing something to help the workforce which will help others be more receptive to being involved.

Chair Fann stated that he agrees with Member Teeters. He stated that downpayment assistance, the ADU change, mortgage assistance, and rental assistance are achievable short-term goals. He stated that achieving something vertical is more of a long-term goal.

Member Teeters stated that building something would be long-term and when presentations are being done, that people can see what is being done.

Member Goodman asked if the committee could create an education packet for a short-term goal.

Chair Fann stated that was the next item.

Member Kennedy asked if the committee supported having a specific percentage of new builds being allocated to workforce housing.

Vice Chair Rocha stated that the allocation and incentive package would come out of the stakeholder meeting to see if stakeholders would be open to those options. He stated that he would like a short-term goal to be to create a fund account with the City to achieve goals. He stated the big 'how' is the funding and having a funding account would allow them to set fund-raising goals.

Council Liaison Cantelme asked if the City could and was interested in managing the fund.

Deputy City Attorney Matt Podracky stated that Legal hasn't decided but it's more of a question for the Council about whether they are interested in that fund.

Council Liaison Cantelme stated that her company previously created a type of "Go Fund Me" that stakeholders could put funds into after a product review which is something the committee could look into to quickly get funding.

Staff Liaison Fraser suggested creating a council recommendation to request a fund account be created so it is available when and if the committee needs it.

Chair Fann stated that creating a stakeholder group would be the way to get into more details. He asked if the City was ready to create a housing authority to prevent people from purchasing and flipping houses and that the City hadn't previously been interested in creating one. He stated that someone needs to regulate the housing and make sure it's not just flipped.

Community Planner Tammy Dewitt stated that the short-term and long-term goals will be incorporated into the General Plan and there is an implementation section. She stated that there are goals and strategies to accomplish those goals.

Chair Fann stated that short-term goals are identified and asked about the long-term.

Staff Liaison Walton read off the long-term goal list of formalizing a stakeholder group, building a tangible product, and creating a strategic plan. She stated that the committee should discuss whether they want to put a number of units into a long-term goal.

Chair Fann stated that there should be a goal to identify the number but that information would come from the stakeholder group.

Staff Liaison Walton stated there are 8-9 short-term goals and they may need to be refined to be able to accomplish them. She read on the list the goal for a builder and developer meeting to gather information.

Chair Fann stated that the builder and developer meeting was more of an action plan rather than a goal.

Staff Liaison Walton stated that the goal would be to have the meeting and have a set output from the meeting. She continued reading the short-term list to include: downpayment assistance, rent to own, rental and mortgage assistance, a City version of the Home of My Own program, ADU code change, council recommendations for new development workforce housing requirements and creating a city fund, quarterly public outreach, General Plan Housing Element draft, create incentive packet. She stated that it may seem like a lot but it is a 1-3 year look.

Chair Fann asked that the information be emailed out and he asked that the committee pair it down and that some items should be action items rather than goals. He stated that the long-term goals will be to create a vertical project and to provide permanent workforce housing through either a land trust, 501c3, or a combination.

Member Goodman stated that the committee should think of a service that could be provided to the citizens that the citizens would pay for and the funds would go towards workforce housing. He stated with steady funding, the committee would be able to determine how many units could actually be built.

Chair Fann stated that he needed more information about what the service was

so he could determine if the committee and community would support it.

Member Goodman stated it was a service that was \$7 a month extra that was voluntary, but the city he worked for provided a service for that monthly amount.

Staff Liaison Walton asked what the service provided was.

Member Goodman stated that they provided a private ambulance delivery service within the fire service. Member Goodman stated that Prescott's daily population doubles due to the transient population, such as tourists. He asked if the transient population needed critical services while they were visiting, is there a cost they could put onto that transient population as well as the residents. He stated that through the fire program, funds had to be used by and for the fire department.

Chair Fann stated that it would be an idea worth investigating to see if there would be support for that.

B. Presentation & Discussion Regarding a Public Outreach and Education Plan.

Chair Fann stated that he met with Community Outreach Manager John Heiney and discuss what is needed for public outreach and education. He stated that the committee should create talking points of what workforce housing is and create a list for the committee to use at outreach events.

Vice Chair Rocha asked if the Communications Department had the capacity, funding, and ability to handle coordinating an outreach plan.

Staff Liaison Walton stated the Communications Department will help create the outreach plan but the committee will be doing the presenting and assisting with crafting the documents.

Chair Fann stated that they will also assist with setting up a web page and there isn't technically funding but they are able to provide time and assistance.

Vice Chair Rocha asked if social media was an option for outreach.

Staff Liaison Walton stated yes, there was social media and radio availability and that today's item is to create the talking points to provide to the Communication Department.

Vice Chair Rocha stated that because the survey results aren't back, the committee can't paint the picture of what healthcare and services would look like without workforce housing help. He stated it's hard to have the conversation without the survey data.

Chair Fann stated it's important to get the information out as quickly as possible to address community concerns. He would like Mr. Heiney to come present to

the committee.

Staff Liaison Walton asked if the committee would like to see a draft consolidating the information along with the history of the issue and share survey results at a future study session and she asked what the timeframe would be to get the information out to the public.

Chair Fann stated that it appeared the information could be provided and sent out fairly quickly.

Member Kennedy asked if the committee wanted to create a definition of what they consider workforce housing. She read the definition from the Urban Land Institute and she stated she would provide that information to the staff liaisons to email out.

Staff Liaison Walton stated that in the HUD definition they included utilities. She stated the definition should be part of the talking points.

Member Goodman stated that small businesses drive America and for communities to thrive, small businesses need to thrive and that it's important in the education outreach to explain who runs small businesses and who works at small businesses. He stated it's important to connect the information to how it affects the community.

C. Presentation & Discussion Regarding the General Plan's Housing Element.

Staff Liaison Walton introduced Community Development Planner Tammy Dewitt.

Ms. Dewitt gave a presentation about information gathered from the General Plan open house. She reviewed different housing options and the community response to each product. She stated that once the population hits 50,000, that there must be a housing element in the General Plan so they are working to build it now.

Council Liaison Cantelme asked if everyone understood the what the word "element" meant in the Plan.

Ms. Dewitt stated that the elements are chapters required by state statute in the General Plan.

Staff Liaison Walton stated that the draft element was previously provided and was compiled from sections in the previous General Plan. She stated that the committee can take the draft and create suggestions and goals to present to the General Plan Committee in November and that the committee can study the document, provide input and recommend implementation. She stated this document could help create long-term goals as well.

Council Liaison Cantelme asked how the presentation would work.

Staff Liaison Walton stated that any general concepts, goals, changes, edits that are recommended would be presented to the General Plan Committee. She asked that committee members attend and possibly present as well at that meeting.

Vice Chair Rocha asked the date of the General Plan Meeting.

Staff Liaison Walton stated November 29th.

Chair Fann asked if there were questions and comments.

Staff Liaison Walton stated that this item would be on the November regular meeting for the committee to discuss their recommendations.

Member Kennedy asked if the draft had been sent out as a PDF or Word Document.

Staff Liaison Walton stated that it was a Word document so it was editable.

D. Presentation & Discussion Regarding Possible Future Agenda Topics for the Committee.

Chair Fann introduced the item to determine possible future agenda items.

Staff Liaison Walton stated that for the next meeting, the General Plan will be an item and possibly have an item for looking into a housing authority. She stated that additional items were having experts in tax accounting and grants come speak, and reviewing the survey results. She stated the next work session could be in November and the goals would be the focus of that workshop.

Chair Fann asked for the list to be emailed out to the committee.

Audience Member Howard Mechanic stated that requiring a certain percentage of housing being allocated to workforce housing should be a topic. He stated that this would be what the City would ask or require of a developer and he asked if there legally can be a requirement.

Staff Liaison Walton stated that the allocation discussion is part of the goals discussion for a future meeting.

Council Liaison Cantelme asked that for a municipality to require a developer to allocate a percentage, would it need to be legislated.

Deputy City Attorney Podracky stated there would have to be legislation if it's across the board. He stated if there was a specific developer then it could be looked at as a negotiated contract.

Chair Fann stated that it's doable but there needs to be rules and regulations in place to make it happen and more input needs to be received from Council.

Audience Member Howard Mechanic stated it could be recommended to Council.

Chair Fann asked if there was any additional input.

Member Goodman asked if there was clothing or a uniform that the committee should wear during public education to identify them.

Chair Fann stated he would like to hear from the Communications Department about getting the message out first.

4. UPDATES

- A. Staff Announcements
No Staff Updates

5. ADJOURNMENT

Chair Fann adjourned the meeting at 11:37am.

ATTEST:

MIKE FANN, Chair

AMBER FRASER, Staff Liaison



TO: MAYOR AND CITY COUNCIL
AGENDA: November 1 Workforce Housing Committee Meeting
DATE: November 1, 2023
DEPT: City Manager
ITEM #: 3.C
SUBJECT: Discussion and Presentation Regarding the Workforce Housing Survey Results.

ITEM SUMMARY

Staff will review and discuss the results from the Workforce Housing Surveys.

BACKGROUND

The WHC created surveys to send out to stakeholders and their employees to gather data about the local housing needs.

FINANCIAL IMPACT

None at this time.

RECOMMENDED ACTION

This item is for discussion only. No formal action will be taken.

ATTACHMENTS

None



TO: MAYOR AND CITY COUNCIL
AGENDA: November 1 Workforce Housing Committee Meeting
DATE: November 1, 2023
DEPT: City Manager
ITEM #: 3.D
SUBJECT: Presentation & Discussion Regarding the Housing Element for the General Plan.

ITEM SUMMARY

The Workforce Housing Committee Members will give input and recommendations on the housing element of the General Plan.

BACKGROUND

The General Plan Committee is including a housing element in the 2025 General Plan update and requested input and recommendations from the Workforce Housing Committee.

FINANCIAL IMPACT

None at this time.

RECOMMENDED ACTION

This item is for discussion only. No formal action will be taken.

ATTACHMENTS

1. 2025 General Plan - Draft Housing Element

HOUSING

Housing trends: variety, affordability and quality

Prescott's housing stock varies by price, style and quality, depending upon location and age. The 2010 Census indicated that 22,159 total housing units were available in the City. Prescott's first neighborhoods were designed in a grid pattern on small lots with generally modest home sizes and were often located in or adjacent to mixed-use areas. This type of development still exists in the downtown area. A new pattern of residential development began to appear in the late 1970s and developed rapidly during the 1980s and early 1990s in the form of larger lot, single-family home subdivisions located away from commercial or mixed-use areas. This suburban pattern of development continued until the economic slowdown in 2007. Single family building permit applications are increasing, indicating that suburban home building is resuming in Prescott in 2014.

With the exception of triplexes and four-plexes built primarily as infill development in older neighborhoods, there has been limited multi-family residential development over the last 30 years. This has eased somewhat in recent years with several high end multi-family residential developments and complexes for special populations (e.g. elderly, persons with serious mental illness) being built. Zoning issues such as lack of appropriately zoned sites or difficulties in rezoning to multi-family densities, plus changes in development fees combine to create disincentives for multi-family projects. Impact fees applicable to each new housing unit were adopted in 1994 and have been adjusted several times. These increased costs, along with water and sewer buy-in fees based on the number of fixtures, have raised the per unit development cost for new multi-family housing. The *1996 Prescott Housing Needs Study* identified these issues as limiting factors in the production of less costly, more compact housing types. The study further noted "there is little vacant land zoned for multi-family housing development. In addition, the planned residential development provisions of the zoning ordinance do not lead to the production of townhouse, or clustered or compact lot housing units." Recent reductions in impact fees may encourage development of more multifamily dwellings in the future. Prescott's aging population may also provide market pressures to support senior focused multifamily housing production.

Another important factor in discouraging multi-family housing is the community perception of higher density development in general and of multi-family housing in particular. Many multi-family housing projects proposed in past years, especially those requiring rezoning, have faced opposition from opponents raising concerns about higher densities, traffic impacts, effects on neighborhood aesthetics, property values, possible loss of open space, potential increased crime and threats to existing neighborhood character.

The 1996 Prescott Housing study indicated that while the total number of new housing units produced each year was about equal to the total demand for new housing units, the production of units available within certain price ranges did not match the demand for units within those ranges. The Study identified a significant demand for units in the low to medium price range, which was not being met. The Land Use, Growth Area and Economic Development Elements of

this plan encourage review and consideration of a number of means to encourage production of housing more affordable to working families. This General Plan also strongly encourages an update of the 1996 Housing Needs Study to identify current need and establish multiple strategies to address those needs.

The 2003 *Arizona Affordable Housing Profile* included a methodology to estimate the “affordability gap” in each Arizona community, including Prescott. This gap is defined as the number of households which cannot afford, or which pay too much for, housing (either rental or purchase) at various income levels. Based on that analysis, there continues to be an inadequate supply of housing units in Prescott for households at or below the Prescott median income. This study and the need for housing balance are explained further in the Land Use and Growth Area Elements.

Urban development issues

Until the 1980s, most residential subdivisions in Prescott were designed using a 7,500 to 9,000 square foot lot size. A median lot size of 22,000 or more square feet has been typical in recent years. Likewise, typical dwelling size has undergone a transformation from an average of 1,760 square feet during the ‘70s and early ‘80s to an average of more than 2,800 square feet by 2000. In late 2007, the economic slowdown caused the construction of new housing to cease. However, new residential development appears to be resuming this pattern in Prescott of high-end single family residential, in low density, large lot subdivisions located predominately away from the City center.

This continuing preference for large lot, low-density subdivisions, is a pattern typical of suburban development which has been termed “sprawl.” The lower density, combined with the trend to locate these neighborhoods at the urban fringe (as opposed to infill development) places greater demands on water, sewer and road infrastructure with more main-lines, longer main-lines and more lane miles of roads. Most of the initial costs are passed on to the home buyer and result in higher housing costs. However, all City residents inherit the costs for maintenance in perpetuity of this infrastructure.

A lower density form of development also increases the community’s dependence on the private automobile as a means of transportation, with the corresponding increases in traffic volumes and demand on the road network. Reducing impediments to in-fill by clustered or other compact development types can encourage a wider variety of housing types to be built and improve the balance of housing available in the community. There are many vacant lots scattered throughout Prescott that offer opportunity for smaller scaled developments. In many cases, these in-fill lots offer existing water, sewer and road infrastructure that reduce the costs of development.

MEETING HOUSING NEEDS

The 2010 American Community Survey figures show the median housing price in Prescott remains significantly higher than prices in surrounding communities and the state. Also, home owners and renters in Prescott are spending a greater portion of their income on housing compared to the state average. The housing market has corrected itself in recent years, which may assist moderate and low income households in buying into housing that already exists. However, marginal income households are still not able to buy into the housing market, possibly due to a tightened credit and financing market.

A variety of land uses exist within the City of Prescott typical of most towns and cities. Community growth based on permit activity in the 10 year period between January 1, 2003, and January 1, 2013 indicates that 86% of permits issued for new buildings were residential development, mostly for single-family homes in a subdivision. Multi-family and workforce housing permits have not kept pace with the rate of single-family development. In the last several decades, most new development occurred in outlying areas of the City with little infill.

General Plan survey respondents indicated support for accommodating the housing needs of all income levels and family types in the community and support compact development types, mixed use areas and transit friendly development to accomplish this goal. However, market development trends indicate a continuing preference for low density, large lot single-family home subdivisions in Prescott. The conflict between General Plan goals of providing housing for all incomes, ages, and special needs groups and the continuing direction of current market trends suggest that housing affordability will continue to be an issue in Prescott. Housing needs and affordability are discussed further in the Land Use, Growth Area and Economic Development elements.

NEIGHBORHOODS AND HOUSING BALANCE

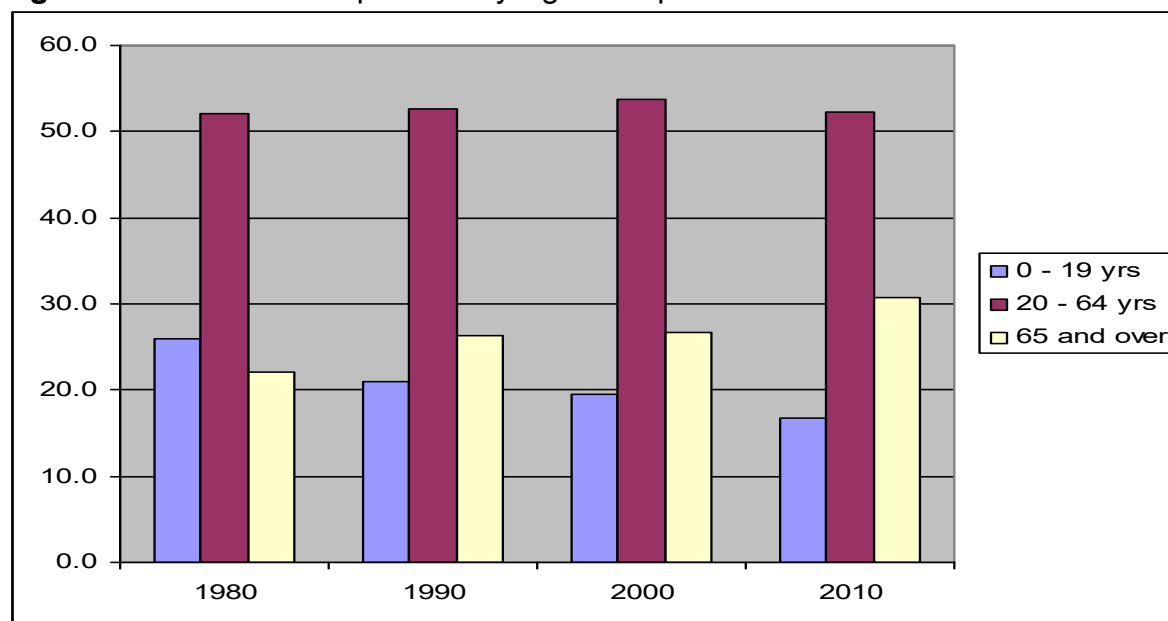
Prescott has a variety of mixed-use and historic neighborhoods, large-lot subdivisions, apartments, master-planned communities, clustered-housing, and gated communities. Many neighborhoods are completely built out with few opportunities for additional development. Other areas have vacant parcels, which may be suitable for infill development. Portions of some existing neighborhoods are transitioning from residential to commercial or from single-family to multi-family units. This often results in development conflicts. A neighborhood street can become congested if higher infill densities result in heavier traffic loads. Additional information on the topic of traffic and circulation may be found in the Circulation Element.

5.2.1 Generational and Lifestyle Diversity

Prescott strives to accommodate all types of households: individuals, families with children, empty nesters, retirees and residents at all socioeconomic levels. The demographic trends over the last three decades reveal the community to be moving away from this ideal. The median age is increasing and youth represent a decreasing proportional percentage of the population, while residents 65 and over represent an increasing proportion, up from 27% in 2000 to 31% in 2010. The average number of persons per household continues to decline, from 2.11 in 2000 to 2.03 in

2010. The numbers of families actively raising children are in decline, while the percentage of people living alone is on the rise. However, the percentage of the population age 20 – 64 has held at just above 50%. These conditions are a result in part from the aging baby-boomer (post World War II era) generation, as well as from large numbers of retirees who have relocated to Prescott. Another contributing factor to declining diversity has been a growing lack of low to moderate income housing options available in the community.

Figure 5-2 Percent of Population by Age Group in Prescott



These concerns are noted in the 1990, 1997 and 2003 General Plans. Providing for the housing needs of a balanced community has been and remains a particular challenge in Prescott due to the growing percentage of the retiree population. Balanced housing needs require the promotion and availability of a variety of housing types, and encouraging sufficient numbers of housing units affordable to all income groups. In the last decade, market based housing development in Prescott consistently favored large single family home in large lot subdivisions. However, with Prescott remaining a retirement destination, smaller houses on smaller lots may occupy a greater share of the market in the next decade.

5.2.2 Housing Stock and the Economy

The last several decades have seen home buying as an investment strategy. Homes were bought as rentals, renovated for profit or simply held in the hope they would appreciate in value. This created an increased demand for new houses and caused property prices to increase. The National Bureau of Economic Research states that the U.S. began a recession in December 2007. Due to the economic slowdown, investment strategies in homes subsided when property prices began to decline.

A 1996 Prescott Housing study showed that the total number of new housing units produced each year was equal to the total demand. However, the production of units within certain price ranges did not match the demand for units within those price ranges. The study identified a demand for units in the low to median income price range, which was 25% of the total demand. Almost no homes were offered in this price range. Subsequent studies indicate that those trends continued into the 2000s. The economic slowdown and subsequent correction in housing prices in 2007 began to alleviate this condition by making housing more affordable to medium and low income households.

The 2002 Arizona Affordable Housing Profile can be found at <http://www.azplanning.org/doc/April%202002%20Newsletter.pdf>. This document establishes the methodology to quantify both the supply and demand for affordable housing within each Arizona community. The profile provides that "affordable" means a monthly rent or mortgage payment which is 28% of household income or less. The study correlates the number of Prescott households within each income range with the number of available housing units affordable to families within that income range. The calculations were done for household incomes from less than \$5,000 to more than \$75,000 annually, and included wages as well as other types of incomes (e.g. pensions, investment income). This analysis establishes an "affordability gap" which existed in the community, derived by subtracting the total number of households in an income group from the number of market dwelling units priced at that range.

Homes tend to be more expensive in Prescott than in nearby communities. Based on the 2010 American Community Survey figures, the median housing price in Prescott remains significantly higher than prices in surrounding communities and the state. Also, home owners and renters in Prescott are spending a greater portion of their income on housing as compared to the state average. The 2010 Census indicates that the median household income in Prescott was \$44,224 with the largest concentration in the \$35,000 to \$50,000 range.

MEDIAN HOUSING PRICE OF OWNER-OCCUPIED UNITS

Housing Price	2000	2010	Percent Change
Prescott	\$162,700	\$284,200	75%
Yavapai County	\$138,000	\$217,400	58%
Arizona State	\$121,300	\$194,400	60%

(These data are derived from the American Community Survey and is averaged over 3 years)

As has been demonstrated in past years, Prescott is and has been a retirement destination. Based on the 2010 Census number of vacant homes of 16%, new housing construction may be slow

until retirees begin relocating to Prescott once again and the population catches up to the supply of housing.

5.2.3 Effects of Zoning

Generally, zoning is used to separate industrial, commercial and residential uses and assumes that these use categories are incompatible with one another. Traditional zoning will control development intensity through parameters such as floor-area ratio, dwellings per acre, setbacks, parking ratios and automotive traffic flow.

Rezoning applications to increase density, allowing more homes per acre, are often met with opposition from neighboring residents. Decreased density encourages sprawl and discourages sustainable compact developments such as high density single-family subdivisions, clustered homes, manufactured homes or multi-family housing. There is a diminishing supply of developable land zoned for these housing types, which are often more affordable to moderate and low income households. Planned Area Development (PAD) provisions of the Land Development Code encourage the production of townhouse, clustered and patio lot housing units, however, relatively few of these housing types are available in Prescott. Solutions to sprawl, housing affordability and workforce housing will require a change in zoning in most areas to allow the addition of high density housing choices.

5 Balanced housing opportunities

Achieving a mix of housing types and housing prices sufficient to meet the housing needs of all Prescott residents will require a multi-faceted approach. Conducting a housing needs assessment and developing a follow-up action plan could help establish housing priorities and create a framework for working with developers, builders and other housing providers to reduce impediments and meet those needs.

The housing market has corrected itself in recent years, which will assist moderate and low income households in buying into housing which already exists. However, marginal income households are still not able to buy in to the housing market due to strict financial and loan requirements. Production strategies may be helpful, such as developer incentives to increase the supply of housing affordable to households at or below the median income.

Economic development and the creation of better paying jobs in the community will raise the average household incomes and could permit families access to a greater range of housing choices. Various strategies to promote higher density development and more compact forms may reduce housing production costs and consumer prices. The rehabilitation, restoration and preservation of existing housing stock will support a greater diversity of housing options, price ranges, maintain the quality of housing stock, and maximize existing infrastructure investments.

Other challenges to the integrity and character of residential areas must be monitored and addressed as needed. Business uses infiltrating into established residential areas can have adverse effects on the peace and quiet of neighborhoods. Uses that operate in a manner significantly different than traditional single-family homes may require regulation and enforcement to a higher degree than typical residential uses.

A state-commissioned study in 2001 by Elliott D. Pollack & Company identified a trend in Prescott indicating there were insufficient housing units to meet the demands of service level workers and other residents who are at or below the median income level. The recent economic downturn has changed this situation to an unknown degree and prior housing studies have not been updated. However, the Land Use Element provides additional information on the Pollack study and possible solutions to the challenge of providing housing for a balanced community. Housing issues cannot be entirely addressed within the City of Prescott. Understanding and accepting a regional workforce concept must be a part of any consideration of workforce housing needs.

A county-wide housing authority may be the most effective way to influence the balance and affordability of housing. Much of the workforce in Prescott lives in the surrounding jurisdictions. Prescott is unable to significantly influence housing availability and costs outside of the corporate limits. A county-wide authority would be able to seek grant funding and provide services to developers and residents throughout the region. Prescott should consider supporting the creation of a county-wide housing authority.



TO: MAYOR AND CITY COUNCIL
AGENDA: November 1 Workforce Housing Committee Meeting
DATE: November 1, 2023
DEPT: City Manager
ITEM #: 3.E
SUBJECT: Presentation & Discussion Regarding the Definition of Workforce Housing.

ITEM SUMMARY

The WHC will discuss what they want to have as their definition of Workforce Housing.

BACKGROUND

The Committee has discussed that they need to clarify what they will consider as workforce housing prior to public outreach.

To aid in discussion, the Committee may consider definitions provided by fellow members, as well as verbiage from the Department of Housing and Urban Development, which only defines Affordable Housing: Affordable housing is generally defined as housing on which the occupant is paying no more than 30 percent of gross income for housing costs, including utilities. (Reference: www.hud.gov)

FINANCIAL IMPACT

None at this time.

RECOMMENDED ACTION

This item is for discussion only. No formal action will be taken.

ATTACHMENTS

None



TO: MAYOR AND CITY COUNCIL
AGENDA: November 1 Workforce Housing Committee Meeting
DATE: November 1, 2023
DEPT: City Manager
ITEM #: 3.F
SUBJECT: Discussion Regarding Possible Future Agenda Topics.

ITEM SUMMARY

Staff will seek feedback from the Committee regarding possible future agenda items and upcoming meetings.

BACKGROUND

None.

FINANCIAL IMPACT

None at this time.

RECOMMENDED ACTION

This item is for discussion only. No formal action will be taken.

ATTACHMENTS

None



TO: MAYOR AND CITY COUNCIL
AGENDA: November 1 Workforce Housing Committee Meeting
DATE: November 1, 2023
DEPT: City Clerk
ITEM #: 4.A
SUBJECT: Staff Announcements

ITEM SUMMARY

Discussing Study Session dates and any other staff updates.

BACKGROUND

None

FINANCIAL IMPACT

None at this time.

RECOMMENDED ACTION

This item is for discussion only. No formal action will be taken.

ATTACHMENTS

None